



**COUNTY OF PLACER**  
**Community Development Resource Agency**

**BUILDING**

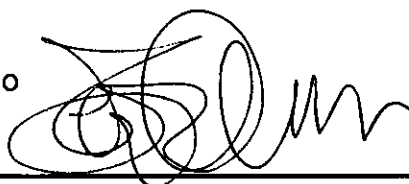
Administrative Policy  
Applications and Permits  
Expiration and Extensions

TO: Building Department Staff

From: Rick Julian

Approved: Chief Building Official, Bob Martino

Effective Date: 1/1/08



3/17/08

**Issue:**

There are many types of permits, some having differing expiration dates and associated processes. It is sometimes difficult to determine the process.

**BACKGROUND/HISTORY:**

The County routinely pursued all expired permits and applications. The process and cost/benefit in maintaining this type of policy has become antiquated and time-consuming.

**POLICY:**

The purpose of this policy is to create a defined process with regard to expiration of permit applications and permits, including the process by which to renew or extend permits and applications.

**Time Limitations of Permit Applications:**

The expiration time of a plancheck application is based on the current California Building Code as follows:

- Per section 105.3.2 of the 2007 CBC. Time limitations of applications. An application for a permit for any proposed work shall be deemed to have been abandon 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.
- The application may be extended one time for an additional 180 days when approved by the Building Official. (See Form Permit/Plancheck Extension Application)
- The extension shall be requested in writing to the Building Official with justifiable cause demonstrated.

Expired **Code Enforcement** type plancheck applications are as follows;

- Per section 105.3.2 of the 2007 CBC. Time limitations of applications. An application for a permit for any proposed work shall be deemed to have been

abandon 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

- An extension shall be requested in writing to the Building Official with justifiable cause demonstrated. (See Form Permit/Plancheck Extension Application)
- If an extension is not granted by the Building Official or the application expires, senior building department staff will then review the application to determine if it is warranted to forward the application to the Code Enforcement Division.
- If the plancheck application is sent back to Code Enforcement, it will be through the use of PLUS. (Placer Land Use System)

#### **Notification of All Expiring Plancheck Applications to Owner:**

As a courtesy to our customers, a written notification to the owner advising that the permit application is expiring shall be sent thirty (30) days prior to the expiration of a permit application.

- PLUS generates a letter thirty (30) days prior to any permit application expiration date.
- Staff will then complete the process by mailing the letter to the owner and placing a copy in the application file.
- The owner has until the expiration date of the permit application to either issue the permit or request a one time 180 day extension of the permit application.
- Failure by the owner to extend the plancheck application or have the permit issued by the application expiration date will result in the application being expired.
- Thirty (30) days after a plancheck application expires, the file and all information will be discarded.

#### **Permits:**

##### **Two Year Permits:**

All permits are considered valid for a period of two (2) years from the date the permit is issued [PCC15.04.050(D) (2)] except:

- The Chief Building Official may issue a permit for a lesser period of time when necessary to abate dangerous or substandard conditions.
- Code Enforcement type permits are valid for a maximum time period of 180 days. (A policy is currently being developed)
- Other situations where the timeframe is established by other code provisions or ordinance.
- Hardship permits. (A policy is currently being developed.)
- Temporary permits. (A policy is currently being developed.)

##### **First One Year Permit Extension:**

The applicant may apply for a one (1) year extension of a permit provided:

- The permit has not expired
- The applicant has completed and submitted the application to extend the permit. (See Form Permit/Plancheck Extension Application)
- Technician staff may extend the permit after review and approval.

- No fee is required to extend a permit for the first year.

### **Second One Year Permit Extension:**

A second one (1) year extension of a permit may be granted provided:

- The permit has not expired.
- A written request has been submitted and approved by the Building Official. (See Form Permit/Plancheck Extension Application)
- Payment by the applicant of an administrative fee is required. The rate of the administrative fee shall be based on the current adopted fee schedule at the time extension is requested.
- An additional inspection fee may be assessed if a site evaluation is required to determine the progress of the project. The rate of the inspection fee shall be based on the current adopted inspection fee.

### **New Two Year Permit Requirements:**

A permit cannot be extended for a third consecutive one (1) year extension. The applicant is required to apply for a new two (2) year permit, provided:

- The permit has not expired.
- The applicant has completed and submitted a new permit application.
- The Supervising Building Inspector will review and determine the necessity for revised construction documents and a field progress inspection.
- New fees are paid. The fees are assessed by the number of inspections remaining to complete a project. Senior Building Department Staff shall determine the number of inspections remaining to complete any given project; in addition to the inspection fee an administrative and records fee shall be assessed. (All fees are based on the most current adopted fee schedule)
- No new permit shall exceed the cost of the original permit unless that permit has expired. (See expired permits)

### **Expired Permits:**

All permits shall be considered expired and become null and void on their expiration date except:

- Pool permits that have not received approval for the safety enclosure.
- Commercial projects that would require a certificate of occupancy.
- Code Enforcement type permits cannot be expired.
- Hardship permits.
- Temporary permits.
- See separate specific policy for resolving these.

### **Renewal process for Expired Permits:**

Once a permit has expired a new permit is required to be issued to resolve expired permit provided:

- The owner completes and submits a new permit application.
- Receives all other agency approvals prior to new permit being issued.

- Owner may or may not be required to submit all new plans and related documents. (To be determined by Senior Building Department Staff.)
- Pay all other agency related fees required to issue the new permit.
- New Building Department fees are paid and assessed by the number of inspections remaining to complete a project. A new plancheck fee may or may not be required. Both Plancheck fees and the number of inspections required to complete a project is to be determined by Senior Building Department Staff. In addition to the inspection fee an administrative fee shall be assessed. (All fees are based on the most current adopted fee schedule)

**Notification of Expiring Permit to Owner:**

As a courtesy to our customers, a written notification to the owner advising that the permit is expiring shall be sent thirty (30) days prior to the expiration of a permit.

- PLUS shall generate a letter thirty (30) days prior to any permit expiration date.
- Staff will then complete the process by mailing the letter to the owner.
- The owner has until the expiration date of the permit to either final, extend or obtain a new permit.
- Failure by the owner to final extend or obtain a new permit by the expiration date will result in the permit being expired.